

COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
Department for Community Based Services

OPERATION MANUAL
Volume IIA

[OMTL-326](#)

Food Stamp Work Requirements
Table of Contents

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WORK REGISTRATION

1000-1999

Frequently Used Terms	1050
Overview	1100
Work Registration Procedures	1550
FS Work Registration for K-TAP Applicants	1555
Exemptions	1650
Loss of Exemption	1700
Loss of Exemption for 18-Year Olds	1705
Change in Exemption	1750

ABLE BODIED ADULTS WITHOUT DEPENDENTS

2000-2499

ABAWD Overview	2000
ABAWD Work Requirements	2100
ABAWD Exemptions	2105
Target Codes	2200
Components	2250
ABAWD Tracking	2300
Changes in ABAWD Status	2350
Returning ABAWD	2355
Out of State ABAWD	2450

ABAWD PROCEDURES	2500-2699
<u>Procedures for Non-Exempt ABAWD</u>	<u>2500</u>
<u>Good Cause Determination</u>	<u>2550</u>
<u>Transportation "Excessive Expense" Good Cause Exemption</u>	<u>2600</u>
ABAWD INELIGIBILITY	2700-2999
<u>ABAWD Noncompliance</u>	<u>2700</u>
<u>ABAWD Bonus Months</u>	<u>2750</u>
EMPLOYMENT AND TRAINING PROGRAM	3000-3499
<u>ETP Overview</u>	<u>3050</u>
<u>ETP Referrals</u>	<u>3100</u>
<u>Volunteers</u>	<u>3150</u>
<u>EZ Inquiry</u>	<u>3300</u>
<u>Reporting Changes</u>	<u>3400</u>
ETP TRANSPORTATION EXPENSE	3500-3699
<u>Transportation Payment Procedures</u>	<u>3500</u>
<u>Authorizing Transportation Payments</u>	<u>3600</u>
ETP CONCILIATION PROCESS	3700-3799
<u>Conciliation Due to Noncompliance</u>	<u>3700</u>
ETP DISQUALIFICATION REFERRALS	3800-3999
<u>Imposing ETP Disqualifications</u>	<u>3800</u>
<u>ET Conciliation Met</u>	<u>3850</u>
<u>Curing Disqualifications</u>	<u>3900</u>

ETP/ABAWD COMPLIANCE REFERRALS	4000-4199
<u>Compliance Referrals</u>	<u>4000</u>
GENERAL NONCOMPLIANCE	4200-4799
<u>Voluntary Quit/Reduction of Work Hours Identification</u>	<u>4205</u>
<u>Good Cause for Voluntary Quit/Reduction of Work Hours</u>	<u>4250</u>
<u>Evaluating Acceptable Employment</u>	<u>4300</u>
<u>Noncompliance with Other Work Programs</u>	<u>4350</u>
<u>Imposing Work Related Disqualifications</u>	<u>4450</u>
<u>Ending Work Related Disqualifications</u>	<u>4500</u>
<u>Penalties for Noncompliance</u>	<u>4550</u>
MISCELLANEOUS	4800-4999
<u>Move from County to County</u>	<u>4800</u>
<u>Reinstating After Erroneous ETP Disqualification</u>	<u>4850</u>
<u>Spot Checks and Reports</u>	<u>4900</u>

MS 1050

FREQUENTLY USED TERMS

Several terms are frequently used in connection with FS work registration and ETP. These items are detailed here and are used without further explanation throughout this volume.

1. ABAWD Able-Bodied Adults Without Dependents
2. DCBS Department for Community Based Services
3. ETP Employment and Training Program
4. EZ KYIMS Inquiry Program that displays ETP actions
5. EX KYIMS Program that FSETP Worker enters ETP actions
6. GED General Education Development
7. IPV Intentional Program Violation
8. K-TAP Kentucky Transitional Assistance Program
9. KAMES Kentucky Automated Management Eligibility System
10. KWP Kentucky Works Program
11. KYIMS Kentucky Information Management System
- [12. NAAB Nutrition Assistance and Accountability Branch]
13. OJT On the Job Training
14. SSI Supplemental Security Income
15. SSA Social Security Administration
16. STEP System Tracking for Employability Programs
17. TAA Trade Adjustment Assistance
18. UIB Unemployment Insurance Benefits
19. VES Vocational Education Skills
20. WEP Work Experience Program
21. WIA Workforce Investment Act
22. WPP WEP Placement Pending

MS 1100

OVERVIEW

- A. Work registration is a technical eligibility factor for participation in the FS program. Every able-bodied household member age 18-59, must work register unless otherwise exempt. [In some situations head of household members age 16 or 17 may be required to work register.]

- [B.] Nonexempt members are work registered annually at application, recertification, or member add as appropriate.

Work registration is completed annually, unless interrupted by discontinuance. Ineligibility of the member or correct discontinuance of the member's case for any reason voids the member's work registration.

The member is considered work registered when the on-line application or hardcopy application is signed by the applicant. The member required to register or the person making application can complete the registration process.

- [C.] Excluded household members are required to register for work unless otherwise exempt. This includes ineligible aliens, members who are serving an IPV disqualification or individuals removed from the case for failure to provide a verified Social Security number.
- [D.] In selected counties, some work registrants are required to participate in work activities in order to be eligible for benefits.]

MS 1550

WORK REGISTRATION PROCEDURES

- A. At initial application, reapplication, recertification, members adds or case change, determine which household members are required to register for employment. A member is required to work register annually unless participation is interrupted by discontinuance, ineligibility or a change in the member's exemption status. If a member agrees to register for work:
1. Answer "Y" to the question "Is He/She Work Registering?" and enter the date of registration on the Member's General Information Screen;
 2. [Enter the one-digit numeric "ET Target Code" that applies to the member's situation in accordance with MS 2200.]
 3. Explain and provide form FSET-101, Food Stamp Training and Employment Fact Sheet, to the member at application, member add and at each recertification. [This form explains work registration requirements, participant expenses, component choices, the recipient's rights and responsibilities, and the consequences of failure to comply with work registration requirements.] Annotate form PAFS-203, Checklist of Factual Information Provided, indicating form FSET-101 was given to the member and file the checklist in the case record. Document comments with information such as, but not limited to, refusal of a member to work register; change in target code status; or the reason a currently registered member becomes exempt.
 4. Active members must not be registered more than once in a 12-month period.
 5. If an expedited member refuses to work register due to disability, answer "Y" to "Disability Determination Pending?" and "Y" to "If no, does he/she refuse to register?" KAMES does not disqualify the member, and work registration is postponed.
 6. If a member refuses to register for work, answer "Y" to "If no, does he/she refuse to register?" KAMES uploads the disqualification for the member, if appropriate.
- [B.] If the household's benefits were incorrectly terminated and a reinstatement is completed through the case change or application process, DO NOT change the ORIGINAL work registration date or the ORIGINAL target code. This includes members who were incorrectly discontinued and were reinstated per instructions from the Division of Family Support.

MS 1555 FS WORK REGISTRATION FOR K-TAP APPLICANTS

Recipients are required to meet FS work registration requirements until the K-TAP application is approved or denied. The following procedures explain how this is accomplished.

- A. If the mandatory work registrant has a K-TAP application pending:
 - 1. Enter the appropriate "Target Code". [Refer to MS 2200;]
 - 2. Answer "Y" to "Is he/she work registering?";
 - 3. Enter the work registration date in "If yes, when?"; and
 - 4. Answer "Y" to "Is a K-TAP application pending for this member?"
- B. When the K-TAP application is approved prior to disposal of the FS action, update the pending FS member information by doing the following:
 - 1. Answer "Y" to "Is he/she KWP/UIB registered?";
 - 2. Enter "N" to "Is a K-TAP application pending for this member?";
 - 3. Answer "N" to "Is he/she work registering?";
 - 4. Remove the work registration date; and
 - 5. Delete the target code.

No referral passes to EZ.
- C. When the K-TAP application is denied prior to the disposal of the FS action, answer "N" to "Is a K-TAP application pending for this member?"

[A referral passes to EZ when the FS action is taken.]
- D. When the FS action is disposed prior to the K-TAP application, process a case change to update the FS member information per item B or C.
- E. [If "Is a K-TAP application pending for this member:" is "Y" after 60 calendar days from the date of entry, the spot check "Review Pending K-TAP Question" is received. Answer "N" to this question to delete the spot check.]

MS 1650

EXEMPTIONS

Exempt the following household members from work registration. If the exemption is questionable require verification.

A. Persons age 17 or under as follows:

1. Persons under 16 years of age. If the child's 16th birthday falls within a certification period, the child is registered for work at the next scheduled recertification, unless qualified for another exemption.

If the child's 16th birthday is on the first day of the new certification period, do not delay work registration. Work register the member during the last month of the current certification period with an effective date of the first month of the new certification period. If the child's 16th birthday is on ANY OTHER day of the month, wait until the next scheduled recertification to complete work registration;

2. [A 16 or 17 year old who is NOT the head of household; or
3. The 16 or 17 year old head of household who is attending school or enrolled in an employment and training program at least half time.]

B. Persons who are 60 years of age or older.

C. Persons who are physically or mentally unfit. If a mental or physical disability is claimed and the disability is NOT evident, verification is required. Document the case record concerning the verification used to support the member's determination of disability. Appropriate verification consists of but is not limited to:

1. Receipt of temporary or permanent disability benefits including SSI or SSA; or
2. A statement or form PAFS-704, from a physician, a licensed certified psychologist, a chiropractor who is licensed by the Kentucky State Board of Chiropractic Examiners, or a certified, licensed health professional commenting on a disability within the realm of his expertise.

D. All adult K-TAP recipients. These members are required to participate in KWP unless otherwise exempt. However, members who apply for FS and K-TAP simultaneously must work register to meet the FS requirements. This exemption cannot be used to cure a disqualification imposed because the member failed to comply with KWP or UIB work requirements.

E. A parent or other household member who is ACTUALLY RESPONSIBLE FOR THE CARE of:

1. A dependent child UNDER six;

If the child's sixth birthday falls within a certification period, the individual responsible for the care of the child is registered for work at the next scheduled recertification; or

2. An incapacitated person. The case record must contain verification from a certified medical provider that the incapacitated individual requires care from the person seeking the exemption.

Item E 1 or 2 applies even if the child or incapacitated person is NOT a household member in the FS case.

- F. [Persons in receipt of UIB or who have applied for but have not yet begun to receive UIB. Loss of this exemption during a certification period due to denial or termination of UIB mandates the member register for work at the time the change occurs.]
- G. A regular participant in drug addiction or alcoholic treatment and rehabilitation program. Regular participation is both determined and verified by the center.
- H. Persons employed or self-employed, including in-kind income, who are working a minimum of 30 hours per week or have earnings at least equal to the Federal minimum wage multiplied by 30 hours. This includes migrant and seasonal farmworkers under contract or similar agreement with an employer or crew chief to begin employment within 30 days.
- I. Persons enrolled at least half-time in any recognized school, training program, or institution of higher education, provided that person meets the conditions of being an eligible student. This includes aliens who are participating in training programs approved, funded or authorized by the Office of Refugee Resettlement. [This does not include members enrolled in a GED, Adult Basic Education, Literacy Program, Vocational Education program, or institution of higher education through placement by ETP.]

A student remains exempt during normal periods of class attendance, vacation and recess unless the student graduates, is suspended or expelled, drops out, or does not intend to register for the next normal school term excluding summer school.

Persons who are not enrolled at least half-time or who experience a break in their enrollment status due to graduation, expulsion, suspension or who drop out or otherwise do not intend to return to school are NOT considered students for the purpose of qualifying for this exemption.

- J. Household members who are applying jointly for SSI and FS through the SSA office have requirements for work registration waived until:
 1. They are determined eligible for SSI and thereby become exempt from work registration; or
 2. They are determined ineligible for SSI and, where appropriate, a determination of their work registration status is at the next certification action.

- K. Work registration exemption at application/recertification and member add is determined by the system based on how applicable questions are answered.

To exempt an individual from FS work registration at case change, do the following:

1. Access the Member General Information screen;
2. Answer the question "Exempt Wrk Reg", "Y", "Work Reg" "N" and delete the work registration date and target code;
3. Change the appropriate trigger questions based on the participant's individual exemption, document comments; and
4. End session.

KAMES passes an exempt code to EZ if this individual lives in an active ABAWD county.

MS 1700

LOSS OF EXEMPTION

When a work registration exemption no longer exists do the following:

- A. [Individuals who lose work registration exemption status due to any change in circumstances are required to register for employment at the time the change is reported.

The member is considered work registered when the work registration date is entered on KAMES and the case is documented. Annotate form PAFS-203, Checklist of Factual Information Provided, that form FSET-101, Employment and Training Fact Sheet, was given to the recipient and file form PAFS-203 in the case record.]

- [B.] Recipients who lose work registration exemption may also be subject to additional work requirements if he/she is an ABAWD. Review each recipient's General Information Screen when work registering the member to ensure ABAWD status is correctly determined based on system entries.

- [C.] When a change is reported that results in a loss of FS work registration exemption, the following actions are required.

1. If the change in work registration status is reported in person or by phone, by either the household member required to register or by another member who is willing to register the individual:
 - a. Select "A" from the Case Change Menu and enter the case number and member number;
 - b. Select "AA" from the Case Segment Change Menu;
 - c. Answer "Y" to "Work Reg.";
 - d. Enter the date of registration in "Work Reg. Date";
 - e. Enter the appropriate target code in "Target Code";
 - f. Answer "N" to "Exempt Work Reg."; and
 - g. Document comments.
2. If a household reports a loss of work registration exemption and the member required to register is unavailable and another member is unwilling to register the individual:
 - a. Select "A" from the Case Change Menu and enter the case number and member number;
 - b. Select "AA" from the Case Segment Change Menu;
 - c. Answer "N" to "Exempt Work Reg.," "Work Reg." and "Ref. Work Reg.";
 - d. Answer "Y" to "Pend."; and
 - e. Leave "Work Reg. Date" and "Target Code" blank.

The system pends the change for 10 days and produces an RFI requesting the member register for work.

- f. If the member fails to register by the end of the 10 day period KAMES disqualifies the member and generates form KIM-105 informing the member of the disqualification. If the member registers for work within the 10-day timely notice period, adverse action is avoided.

MS 1705

Loss of Exemption for 18-Year-Olds

[When a child in a food benefits case turns 18 years old during the certification period, the child must be work registered unless they are exempt from work registration.] The following procedures must be applied:

- A. Review all FS applications, recertifications, and case changes moving members out of the household to see if a member of the household will turn 18 during the certification period.
- B. If a member will turn 18 before the end of the certification period, manually enter a spot check for that member on the system the month the member turns 18.
- C. The month the spot check appears, review the case record to determine if the member is exempt work registration, or exempt from, or complying with ABAWD requirements.
- D. In counties where ETP is operational and the member is an ABAWD, send a KIF-ET1 letter from KAMES to the member notifying him/her to come in to work register and complete an assessment interview.
 1. At the interview, complete the assessment and the appropriate KAMES screens to work register the member and enter the target code "4", if appropriate.
 2. If the member is target coded a "4", the KAMES system will send a referral to the EX system.

MS 1750

CHANGE IN EXEMPTION

- A. [Work registered members who are required to comply with work requirements, are not subject to those requirements if the member becomes EXEMPT from work registration, unless K-TAP or UIB noncompliance is involved. Refer to MS 4500.]
- [B.] Members whose change in age exempts them from work registration requirements are exempted at the household's next recertification, unless another change is reported which is subject to reporting requirements.

MS [2000]

ABAWD OVERVIEW

The following provides a general overview of the work requirements for ABAWDS.

- A. ABAWDS are able-bodied individuals who are 18-49 years old who do not care for a dependent child. For this policy a dependent child is defined as a person under age 18 who is a member of the FS household. ABAWDS are exempt from these provisions when they reach age 50.
- B. ABAWDS may receive benefits for 3 months, consecutive or otherwise within a 36-month period, if not in compliance with work requirements. ABAWD provisions became effective 12/1/96.
- C. [KAMES tracks the compliant and noncompliant months for participants who must meet these requirements. A compliant month is a month in which an ABAWD is either exempt as specified in MS 2105 or by complying with the requirements as specified in MS 2100. A noncompliant month is a month in which an ABAWD is not exempt and not meeting the requirements. This is considered a BA month. In addition, an ABAWD can receive bonus months after accumulating 3 noncompliant (BA) months as specified in MS 2750.
- D. Effective 4/6/09 a waiver is approved for all counties from participation requirements in the Employment and Training Program (ETP), based on Kentucky's eligibility for extended unemployment benefits. These counties change periodically and are considered waived from ABAWD requirements.
- E. The program is active for ABAWD volunteers only in the following county:

Jefferson County.]

MS [2100]

ABAWD WORK REQUIREMENTS

- A. ABAWDS must comply with specific eligibility criteria and provide verification if required, to maintain eligibility for FS benefits. To be eligible the ABAWD must:
 - 1. Be exempt from ABAWD work requirements due to residing in a county that does not have ETP;
 - 2. Be working 80 hours per month. The employment can be working for money (this includes self-employment), in-kind work or unpaid (volunteer) work, or any combination of these. [This would also include when someone works for rent instead of paying.] The hours of in-kind/unpaid income must be verified. Individuals on strike or on temporary lay off are not considered employed. ABAWDS who are on sick leave from a job, whether paid or unpaid, are in compliance as long as they continue to be considered an employee of the business;
 - 3. Participate at least 20 hours per week in a work program funded by WIA or TAA. Households are required to report within 10 days any change in work hours that brings them below the required 20 hours per week. Participation verification is required; or
 - 4. [Participate in and comply with the requirements of WEP or VES. WEP and VES are components of ETP. Verification is required.
- B. Nonexempt ABAWDS who fail to comply with the above requirements accumulate noncompliant months. An ABAWD can accumulate only 3 noncompliant months in a 36 month period before becoming ineligible for benefits. Noncompliant months are not to be confused with months in which an ABAWD is disqualified due to not complying with the ETP work requirements.]
- C. ABAWDS are assigned compliant months if exempt from ABAWD provisions or in compliance with ABAWD requirements.
- D. The following procedures apply to KAMES questions related to determining ABAWD eligibility.
 - 1. Verification of ABAWD eligibility questions is optional. If the verification source is left blank, the case does not deny or discontinue solely for lack of this verification. At the end of the timely processing timeframe the case will process without this verification and any month for which ABAWD eligibility is not established is considered a noncompliant month.
 - 2. Average and convert work hours when answering "Is he/she working 80 hours or more/month?".

3. When self-employment, farm or earned income is deleted or ended, the prompt "Explore eligibility for FS Work Requirements Bonus Period" appears. Review the case for ABAWD bonus period eligibility.
4. Use the question "Is he/she participating in WEP/VES?", "Type", "Ver Srce", to indicate participation in WEP, or Vocational Education Skills. Enter "W" for WEP, or "V" for VES in the field "Type".

MS [2105]

ABAWD EXEMPTIONS

This policy only applies to ABAWD exemptions and DOES NOT apply to normal work registration requirements. See [MS 1650](#) for work registration exemptions.

FS recipients are exempt from ABAWD requirements if the member is:

- A. Exempt from work registration as specified in [MS 1650](#);
- B. Age 17 and under or age 50 and older. Changes in age which result in a change in exemption status are handled as outlined in [MS 1750](#);
- C. All adult household members are assumed responsible for any member under age 18 who lives in the household including the spouse of the member. One or more adults may be responsible for the same child;
- D. Verified as pregnant; or
- E. Living in an exempt or waived county. All work registered members must still be correctly target coded.

Ensure that ABAWD exemption policy is applied correctly by reviewing applicable questions on KAMES for the appropriate response. Do this prior to completing all case actions.

MS [2200]

TARGET CODES

- A. [The following target codes are used for work registrants to ensure services are provided to the registrants most in need.

1. "4"– ABAWD (18-49) needing ETP assistance to comply with work requirements; member not exempt or not complying on his/her own; or member in WEP, VES, or has "Excessive Expense Good Cause"; and
2. "9"– All non-ABAWD work registrants and ABAWD members in compliance with ABAWD work requirements who do not need ETP assistance to maintain eligibility (working 80 hours per month, wages, in-kind income, etc.) A referral does NOT pass to EZ for these individuals.]

System edits based on how trigger questions are answered, advise of incorrect entries and will not allow entry of target code "4" for exempt or compliant ABAWDS. If the member's status changes, the target code must be changed accordingly. All work registrants are assigned a target code at the same time they are work registered.

EXAMPLE: A 20-year-old household member must comply with ABAWD work requirements. The member is working 22 hours a week. Therefore, he is not exempt from work registration, but he is in compliance with ABAWD work requirements and does not need the FSETP worker assistance at this time. Target code the member as a "9" and document comments. Review the member's situation at each recertification and reportable case change for possible adjustment of his target code.

EXAMPLE: A 20-year-old household member must comply with ABAWD work requirements. He is not working or participating in an allowable training program. He is NOT in compliance with ABAWD work requirements and needs the FSETP worker's assistance. Target code the member a "4" and document comments.

- B. Work registrants are target coded in all 120 counties. [Target codes must be entered correctly in all counties to reflect the member's actual ABAWD status; however, referrals do not pass to the FSETP worker in inactive ETP counties.]
- C. Enter each member's target code on KAMES at initial registration and any subsequent reregistration. Code "4" passes a referral to the FSETP worker in active ETP counties. Code "9" does NOT pass a referral to the FSETP worker.
- D. Target codes are entered, changed or corrected at recertification, application, and case change.

- E. [Changing or correcting a target code to a "9" closes the member's case on EZ and ends the member's eligibility for further payments.] Ensure the member is an exempt or compliant ABAWD, or is not subject to ABAWD requirements, before assigning a target code "9".

MS [2250]

COMPONENTS

There are two ETP components: The Work Experience Program (WEP) and Vocational Education Skills (VES).

A. WEP: The goal of this component is to assist participants in transitioning from unpaid to paid employment. In addition, it provides on the job experience for participants. Participation is required on a year-round basis to meet ABAWD provisions. The ETP worker develops WEP slots with public and private non-profit agencies. Complete form KWET-241, WEP Training Site Agreement, when a participant is placed at a WEP site. Encourage ABAWDS to choose this component if they are not otherwise meeting work requirements.

1. WEP participants must complete an initial 30-day job search prior to placement at a WEP site. Participants who fail to comply with the 30-day job search are considered not compliant and are subject to disqualification.
2. WEP participants do not receive wages. The value of their food benefit allotment is worked off in lieu of wages.
3. Each ABAWD is responsible for earning his/her own share of the food benefit allotment.
4. The minimum monthly number of hours that each WEP participant is required to volunteer shall be determined by:
 - a. Dividing the food benefit allotment by the number of ABAWDS who are subject to the work requirement; and
 - b. Comparing the individual pro-rata share of the food benefit allotment to the chart below.

PRO-RATA SHARE OF ALLOTMENT	NUMBER OF HOURS REQUIRED TO WORK PER MONTH
\$0 through 49 =	5 hours;
\$50 through 99 =	10 hours;
\$100 through 149 =	15 hours;
\$150 through 199 =	25 hours;
\$200 through 249 =	30 hours;
\$250 through 299 =	40 hours;
\$300 through 349 =	45 hours;

\$350 =	through 399	55 hours;
\$400 =	through 449	60 hours;
\$450 =	through 499	70 hours;
\$500 =	through 549	80 hours;
\$550 =	through 599	85 hours;
\$600 =	through 649	95 hours;
\$650 =	through 699	100 hours;
\$700 =	through 749	110 hours;
\$750 =	through 799	115 hours; and
\$800	and up	120 hours

5. ABAWDS must participate in WEP. ABAWDS who refuse a WEP placement are considered to be in noncompliance and are subject to disqualification. ABAWDS who wish to sign up for VES must participate in WEP until they can enter VES training.
 6. The WEP component lasts for 12 months; unless the ABAWD enters VES, becomes otherwise exempt from ABAWD requirements or meets ABAWD requirements in another way. At the end of the 12th month, review KWET-241 with the WEP site agency to determine if the agency wants to continue to provide a placement for the participant. If the placement will continue, complete a new KWET-241.
 7. The Department for Community Based Services carries accident insurance on WEP participants. Refer to Volume IIIA, MS 4300.
- B. VES: This component is offered to build skills that lead to full-time employment. The nature of the training course determines the length of participation. VES is a referral for WIA related or vocational training courses for ABAWDS.
1. Participation in a vocational school must be a minimum of 20 hours per week. If the ABAWD does not complete 20 hours per week they are not in compliance. However, if the ABAWD is assigned a course for less than 20 hours, the ABAWD can participate in WEP to make up the difference. The VES component can last from 9 to 12 months.
 2. ABAWDS who select the VES component must complete the 30-day job search and are placed in WEP until they actually begin classes. Once VES is completed, the ABAWD is returned to the WEP component, unless otherwise exempt or meeting ABAWD requirements.

3. If a WIA funded training course is not available, make a direct referral to the vocational school in order for the participant to apply for financial aid. Contact the local vocational schools to determine the deadline for financial aid applications.
4. To avoid interruption in vocational training, participants in VES are not required to keep a face-to-face follow-up interview. The required verification of participation may be mailed each month to the ETP worker.
5. VES placement procedures:
 - a. Ensure that the ABAWD is referred for WIA certification if appropriate. Follow procedures outlined by the local workforce investment area concerning WIA certification. Contact the local Department for Workforce Investment office for the nearest agent. If WIA funding is not available in your county, refer the ABAWD directly to the vocational school.
 - b. Complete form FSET-104, Food Stamp Employment Training Referral.
 - c. Explain to the participant the requirements for form FSET-145, Employment and Training Program Activity Report, and the mailing procedures for the follow-up review.
 - d. If form FSET-104 is returned stating that the participant cannot be enrolled, the participant remains in WEP.
 - e. If form FSET-104 is returned indicating enrollment, change the WEP component to VES.
6. Document all actions on form FSET-614, Counseling Record/Employability Plan.

MS [2300]

ABAWD TRACKING

All questions relating to ABAWD policy must be answered accurately and entered timely on KAMES to monitor work requirement compliance. Statistics are accumulated based on system entries.

- A. ABAWD compliance is internally tracked based on responses to the member's general information questions on KAMES. Compliant and noncompliant months are tracked based on the data entered for each member. [The member will not appear on tracking for any month in which the member is disqualified due to not meeting ETP work requirements as the member will not be active.]

[B.] ABAWD tracking codes are system applied. They are as follows:

1. WV - Lives in a waiver county exempt from ABAWD requirements;
2. DC - Cares for a dependent child under 18 years old;
3. ER - Exempt from work registration;
4. HR - Works 80 hours or more per month;
5. PG - Pregnant;
6. WP - Participating in a Work Experience Program;
7. VS- Participating in Vocational Education Skills;
8. BA - Noncompliant ABAWD month;
9. BN - Bonus month (If the benefit month is in the bonus period, KAMES uses BN, even if other codes apply);
10. PM - Pro-rated month;
11. EE – Excessive Expense; and
12. FP – Fifteen percent Exemption.

[C.] KAMES assigns an ABAWD tracking code for every FS recipient age 18- 49, regardless of the county of residence, each time the case is recalculated. These codes are collected when that month's benefits are issued. Member inquiry screens make it possible to see these codes, and case change screens make it possible to make the necessary corrections. It may be necessary to manually change the tracking code because of information received at a later date.

When a recipient reports or you otherwise become aware of an ongoing change in ABAWD eligibility:

1. Enter the appropriate information on the member's general information screens. This ensures that KAMES assigns the correct tracking code for future months.
 2. Determine when the ABAWD change took place.
 - a. Review the ABAWD tracking code already system-assigned for that time period.
 - b. The Field Services Supervisor or principal worker manually corrects the tracking code as needed.
- D. After each issuance, a tracking code is accumulated by KAMES for that benefit month. After at least one tracking code has been accumulated, Option XX, FS Tracking can be accessed on Inquiry to review the member's tracking codes.
1. This option can be selected after at least one month of tracking information has been collected.
 2. The FS Tracking Inquiry screen contains the following elements:
 - a. Start Date - The month/year the original 36-month count started for this member;
 - b. Number of Months Work Requirements Were Not Met beginning 12/96;
 - c. Bonus Period - The begin and end dates for the bonus months; and
 - d. Benefit Date and Tracking Code - Each month, beginning 12/96, the member was issued FS benefits, and the ABAWD tracking code for that month.

[E.] Option Y, FS Tracking Update, is found on the case change menu.

1. You can select this option when at least one month of tracking has been collected.
 2. Access to this function is restricted to the assigned caseworker, that unit's principal caseworker, and the supervisor.
 3. Probationary workers cannot access this option. A principal caseworker or supervisor must complete these actions for them.
 4. Enter both the case and member number when selecting this option.
- F. The FS Tracking Update screen has 3 options:
1. Use Option 1, Change Tracking Start Date, to correct the start date when a member received FS out of state on or after 12/1/96, prior to receiving in Kentucky;
 2. Use Option 2, Change Tracking Code or Add Benefit Month and Tracking Code;

- a. To add tracking information when a member received FS out of state; or
 - b. To change the tracking code for a particular month. Only the supervisor and principal workers can perform this action.
3. [Use Option 3, Add, Change, or Delete Bonus Period (Refer to MS 2750 for bonus months);]
- a. To add a bonus period, when a member has met the ABAWD bonus criteria; or
 - b. To change or delete a bonus period entered in error.
 - 1) This can only be done by the supervisor.
 - 2) If a tracking month already has the BN code listed, that code must be changed to the appropriate code before the bonus period can be deleted or changed.

MS [2350]

CHANGES IN ABAWD STATUS

- A. Review all reported household changes for possible impact on ABAWD status. Changes which can alter ABAWD status are:

1. Beginning or ending pregnancy;
2. Gained or lost employment;
3. Beginning or ending participation or reducing the number of hours of participation in WEP or VES;
4. Change in work registration exemption status;
5. Change in age, older than 49;
6. Change in member under age 18 moving in or out of the household;
7. Move to an exempt or nonexempt county;
8. Temporary or permanent disability begins or ends; and
9. [Reduction in the number of hours worked to less than 20 weekly.]

Changes in ABAWD status must be acted on promptly once they become known to the Agency.

- B. Process changes which affect ABAWD eligibility as follows:

1. At recertification, review ABAWD requirements with the recipient. Identify any changes in ABAWD status, which have occurred since the last interview;
2. Enter known and reported changes in the FS case and update the appropriate questions on the Member's General Information screens. This ensures that KAMES assigns the correct tracking code for future months; and
3. Determine the date of the change.
 - a. Review the ABAWD Tracking Report to ensure system-assigned tracking codes are correct for the time period in question.
 - b. Change the tracking code for noncompliant or compliant months, as needed. Only the Field Services Supervisor or principal caseworker can manually correct the tracking code.
 - c. Document the case record for review purposes.

- C. ABAWD status codes MUST be corrected for the month the change occurred. Status changes can be made anytime for any month during the 36-month tracking period.

Example: [ABAWD reports at 3/08 recertification interview that a 13-year-old child has moved into the household 2/20/08. February becomes a compliant month and the member is exempt from ABAWD work requirements for as long as this situation exists, or until the child turns 18. Access Option "Y" and correct the member's tracking code for February.]

- D. Change in the tracking code which change a month from a compliant month to a noncompliant month may result in member ineligibility.

If the tracking code is the only change and the change does not affect ongoing eligibility, the case does not pend for adverse action. However, the case does pend for adverse action if an ABAWD becomes ineligible and there are less than 10 days left in the month.

EXAMPLE: [At application in 9/08, a member is credited with being employed 20 hours per week. In 2/09 at the recertification interview it is discovered that the member was fired in 12/08. He did not work at least 80 hours in 12/08 and did not otherwise meet ABAWD requirements. When the tracking codes for 12/08, 1/09 and 2/09 are corrected to reflect noncompliance, the member becomes ineligible for FS benefits effective 3/09, unless otherwise exempt.]

- E. Tracking codes must also be reviewed when a member is on the RDS report, HRKRMR11, ABAWDS DETAIL LISTING. ABAWDS must be given the opportunity to comply before accumulating noncompliant (BA) months. If the member was not given this opportunity, then the tracking must be changed as appropriate.]

MS [2355]

RETURNING ABAWD

[KAMES processes one ABAWD situation as follows:

- A. This involves ABAWDS who:]
 - 1. Reapply or are added to a FS case;
 - 2. Already have 2 noncompliant (BA) months;
 - 3. The application/member add month is the third BA; and
 - 4. No FS benefits are issued for the application/member add month.
- B. If you have this case situation, the member will be determined an ineligible ABAWD for the anticipated month. To correct the case, do the following:
 - 1. If benefits are not issued for the application/member add month because the prorated amount is \$0 or a supplemental for the new member is not system calculated, go in on the first day of the anticipated change month and reenter the app/member add.
 - 2. If benefits are not issued because KAMES calculates a supplemental but you stop it from issuing by answering "N" to "Supplemental", change the ABAWD tracking code for that month to "ER", go in on the first day of the anticipated change month, and reenter the member add.
 - 3. [If the application/member add is not disposed until the anticipated change month, corrective action changing the ABAWD tracking code can be entered the next day.]
 - 4. If the case was denied or discontinued, enter a reapplication instead of a member add. Process a member add for an active case.

MS [2450]

OUT OF STATE ABAWD

Do the following for household members subject to ABAWD requirements if they received FS in another state:

- A. Contact the other state(s) concerning the member's ABAWD status. Any month in the last 36 months for which the individual received FS must be determined as a compliant, noncompliant or bonus month as follows:
 1. Send form PAFS-28, Out-of-State Inquiry or contact the agency by phone;
 2. Determine if the applicant received FS for any month in the last 36 months, and was not exempt from ABAWD requirements;
 3. Accept the other state's documentation. It is the responsibility of the other state to verify the member's ABAWD status; and
 4. Document the case record thoroughly.
- B. Update the ABAWDS tracking code on Option Y, FS Tracking Update, to reflect the information provided by the out-of-state agency.
- C. If the other state refuses to supply this information, contact NAAB and provide the address and phone number of the out-of-state Agency.
- D. Do not hold the application pending past the 30 day timeframe to verify noncompliant months. Assume compliance and correct the member's tracking report when verification is received from the out-of-state agency.

*MS 2500

PROCEDURES FOR NON-EXEMPT ABAWD

The following are the procedures for when an individual who applies for food benefits in a county where ETP is operational is identified as a non-exempt ABAWD:

- A. The assessment must be completed during the application interview. This can be accomplished by either the regular worker or the ETP worker. Each Service Region determines which worker will see the ABAWD during the interview.
 - 1. Assess the ABAWD for job readiness and explain the employability plan. Document form FSET-614, Counseling Record/Employability Plan, with the participant's job or vocational goal, anticipated expenses and have the individual sign the form.
 - 2. Give forms FSET-101, Food Stamp Employment and Training Fact Sheet and FS-500.1, Able-Bodied Adults without Dependents-Fact Sheet.
 - 3. Explain the ABAWD requirements, including Job Search and WEP/VES placement, to the individual. In addition, explain that the Job Search form will be sent when the case is approved.
 - 4. Explain that individuals are eligible for a transportation payment up to \$25 based on anticipated expenses. Client statement is accepted as verification of the amount. The transportation payment is issued in advance. The payment is issued using the EX system.
 - 5. Advise the individual that failure to comply with the ABAWD requirements will result in a disqualification.
 - 6. The head of household or authorized representative completes the assessment for any members that are not present.
- B. Enter a target code of "4". This will generate a referral to the ETP worker upon approval of the case. Answer "Y" to participating in WEP/VES and enter the appropriate type with a verification source. Failure to enter WEP/VES on KAMES will result in the member accumulating noncompliant (BA) months erroneously.
- C. The ETP worker checks the RDS report, "ET CBS Referral Listing" daily to identify new referrals.
- D. Upon receiving the referral, the ETP worker enters the WEP/VES component on EX and mails form FSET-108, Job Search Contact Report, to each individual identified as an ABAWD. The individual must make 12 job contacts within 30 days. The ABAWD is in compliance during the 30-day job search. Schedule a

follow-up appointment 30 days from the date that the referral is received by sending form KIF-ET2, Follow-Up Appointment Letter. This is completed on KAMES by using option "D" Appointment Scheduling. Use type "FE- Follow-up ETP".

- E. The ETP worker issues the transportation payment up to \$25 based on anticipated participation expenses.
- F. If the individual fails to keep the follow-up appointment or to provide a completed form FSET-108, initiate conciliation. Refer to MS 3700 for conciliation procedures.
- G. If the individual keeps the follow-up appointment, review form FSET-108 to verify WEP compliance. Randomly select at least one job contact to verify that the ABAWD made contact with an employer. If you are unable to verify a job contact, initiate conciliation.
- H. During this follow-up appointment, if the individual is not currently working or not ABAWD exempt for any other reason, have the individual sign form KWET-241, WEP Training Site Agreement, and refer the individual to WEP work sites or VES providers. Issue a transportation payment up to \$25 based on anticipated participation expenses for the next month.
 - 1. Access KAMES to determine the amount of benefits received by the household and refer to Volume IIA, MS 2250 to determine the number of hours required for the individual(s) to participate in WEP.
 - 2. Give and review with the ABAWD form FSET-145, Employment and Training Program Activity Report. Ensure that the ABAWD understands that the form must be completed correctly each month to remain in compliance with ABAWD policy and to receive up to \$25 transportation payment.
 - 3. Once the KWET-241 has been signed by the training site representative and the WEP placement is completed, repeat the follow-up reviews each month by scheduling the appointment on KAMES and sending form KIF-ET2 to ensure the individual is in compliance. Conduct the follow-up reviews by any of the following methods: a face-to-face interview, a phone interview, or to return the required verification. When a face-to-face interview is not used to conduct the follow-up review, send form FSET-145 with form PAFS-2, Application Letter or Notice of Expiration, and any other forms needed to verify continued component compliance.
 - 4. If the ABAWD is in compliance each month, authorize a transportation payment up to \$25 based on anticipated expenses for the next month within 7 work days.
- I. If the individual is currently working 80 hours or more per month at the first follow-up appointment, and once the worker verifies the number of hours, the member will be exempt from ABAWD provisions. When doing this change, the

ABAWD questions must be updated to show the exemption. The worker should change the target code of "4" to "9" and answer "Y" to working 80 hours or more per month with a verification source. Do not result the member out until an exempt code is passed to EZ or the worker verifies the exemption by other means.

- J. If at any time, an ABAWD becomes noncompliant, initiate conciliation.
- K. Annotate form FSET-614 with all case actions.
- L. Complete member adds as follows:
 - 1. If the ABAWD is in the office, the regular worker or the ETP worker completes the assessment; or
 - 2. If the household requests an ABAWD member added over the phone, complete the member add and generate an ABAWD referral. Upon receiving the referral, the ETP worker schedules the initial assessment on KAMES by using option "D" Appointment Scheduling. Type "IE-Initial ETP" is used to schedule the initial appointment.
 - 3. If the member keeps the appointment, complete form FSET-614, have the individual sign the form and issue up to \$25 transportation payment. Give forms FSET-101 and FS-500.1. Explain the ABAWD requirements, including Job Search and WEP/VES placement, to the member. Give form FSET-108 with a follow-up appointment. Allow 30 days for the member to complete the job search.
 - 4. Repeat steps F-K.
- M. If the application is denied, no further action is required.
- N. Use time code ZABV to record ETP/ABAWD work activity on the Employee Timesheet.

MS [2550

GOOD CAUSE DETERMINATION

When a member fails to comply with a work related requirement, determine if the member has good cause.

Good cause exists when circumstances beyond the member's control prevent compliance. Good cause can only last 30 days. If good cause is expected to last less than 30 days, the ETP worker tracks this short term status and reevaluates good cause at the end of 30 days. If the member's circumstances require good cause placement for more than 30 days, review the member's work registration status for possible exemption.

Accept the member's statement for verification unless questionable. Good cause circumstances include but are not limited to the following:

1. Illness or incapacity of the member;
2. Illness of another household member, requiring the presence of the member;
3. A household emergency;
4. Unavailability of transportation, with no other readily accessible alternative means of transportation;
5. Lack of adequate child care for children ages 6-12;
6. Inclement weather which prevents the participant from traveling;
7. Temporary incarceration or court appearance; or
8. Excessive expense for transportation (2-month limit). Refer to MS 2600 for determination procedures.

Good cause DOES NOT cure noncompliance. In addition, placement in good cause does not prevent an ABAWD from accumulating noncompliant (BA) months.]

MS [2600] TRANSPORTATION "EXCESSIVE EXPENSE"
GOOD CAUSE EXEMPTION

[Short-term good cause from ETP participation for excessive transportation expense is possible if the verified monthly expense exceeds the allowable transportation amount of \$25.] The following procedures are to be applied before determination of excess transportation expense is made:

- A. At the 30-day job search ETP interview, the worker determines if there are any barriers to the ABAWD member participating further in an ETP component. [If the member states he/she is not able to participate due to excessive transportation expenses, the worker is to do the following:
 - 1. Request verification from the member that the cost to participate in an ETP component will exceed the allowable \$25 transportation amount.] This can be done by client statement if there is no reason to doubt.
 - 2. If good cause is granted, the member is exempt from ABAWD requirements for a period of 2 months.
 - 3. In order to activate this good cause, the ETP worker inputs a "C" action on the EX system using exempt types "1" and good cause reason "08". This sends a spot check to KAMES to alert the worker that the member is eligible for the transportation exemption for 2 months. The text of the spot check displayed is "Expense Good Cause per ETP". Entry of "08" is valid only if the recipient has already been placed in WEP. If the member is not in WEP, the transaction will be rejected and listed on the RDS report, "ET CBS Daily Error Listing" as "Good Cause Code Invalid-Member Not in WEP".
 - 4. [This good cause reason is considered a temporary 2-month exemption until a suitable component is available, or the individual's circumstances change and his/her monthly expenses do not exceed the allowable \$25 transportation amount.] Advise the member to report if his/her circumstances change.

Review the "Good Cause" transportation exemption at each application, recertification, and member add. Document the case record as to why this exemption is being allowed.

KAMES procedures for the good cause exemption are to be applied as follows, when the worker receives the spot check which states "Expense Good Cause per ETP":

- B. The question on KAMES "Is he/she in ETP good cause because expenses exceed allowable reimbursement?" is a protected field at application and member-add.

- C. The question is unprotected at recertification and case change. [If an excessive transportation expense has been verified (client statement can be accepted), answer "Y" to the question "Is he/she in ETP good cause because expenses exceed allowable reimbursement?" and "N" to the question "Is he/she in WEP or VES?". There is an edit that will appear if both of these questions are answered "Y".] When "Y" is answered for this "good cause" question, a prompt will appear which states to answer "Y" only if a spot check was received from ETP.
- D. If the worker answers the question with "Y", the system will check the tracking codes for the member for the most recent two months. If both are "EE", then the system will highlight the field and display the error message "Member has two current "EE" months-change answer to "N".
- E. "EE" is the ABAWD tracking code for excessive transportation expense. This tracking code is applied when the question concerning expenses is answered "Y".
- F. On the 15th of each month the system will check to see if any member with a "Y" to this good cause question has two current system-applied "EE" months. If a member does have two "EE" months, then the system will automatically change the answer for the good cause question to an "N" and the case will be recalculated to determine the appropriate tracking code for that member. The worker can also change the answer to "N" when appropriate.
- G. When removed from "08" good cause on EX, the worker will enter a new placement date and put the member in WEP, if applicable, based on the member's circumstances.
- H. The good cause reason is added to HRFST18-Weekly Tracking Report. Messages will be "Approaching "EE" 60 Days after 30 days" and "EE over 60 Days after 60 days".

MS [2700]

ABAWD NONCOMPLIANCE

- A. [Noncompliant (BA) months accumulate when the member is NOT meeting ABAWD work requirements. Pro-rated months are not counted as a noncompliant month. A month in which an ABAWD is disqualified for not meeting the ETP work requirement is not counted as a noncompliant month as the member is not active.]
1. ABAWDS who accumulate 3 BA months within a 36-month period are ineligible for future benefits unless the member complies or becomes exempt from ABAWD requirements. BA months do not have to be consecutive.
 2. KAMES tracks compliant and noncompliant months for all ABAWDS who are issued benefits. Manual tracking of these months is not required.
 3. At each issuance KAMES determines the number of BA months an ABAWD has at that particular issuance. KAMES recalculates cases on the first work day of the issuance month. ABAWDS who are identified as having accumulated 3 BA months are generated a notice of ineligibility.
 4. [On the first weekend of each month, the RDS report, HRKMR11 - ABAWDS DETAIL LISTING, lists the ABAWDS who became ineligible members, due to accumulating 3 BA months.

ABAWDS must be reviewed to ensure BA months have not been accumulated erroneously. If the ABAWD was not initially given the opportunity to comply before accumulating BA months, they must be allowed to do so. Complete a reinstatement, application or member add as appropriate. The ABAWD does not need to be present to complete this action. Review tracking codes and change as appropriate. If BA months are appropriate, document the case record.]

- B. ABAWDs accumulating 3 BA months are:
1. Ineligible household members;
 2. Removed from the case effective the following month or discontinued if there are no remaining eligible household members;
 3. Included in income and resource consideration of the remaining household member's eligibility; income and deductions of ineligible ABAWDS are to be pro-rated; and
 4. Mailed a notice of ineligibility.

MS [2750]

ABAWD BONUS MONTHS

ABAWDS who accumulate 3 noncompliant (BA) months, and have reestablished eligibility through employment, but later lose the employment through no fault of their own, are entitled to 3 BONUS months of eligibility. Employment can either be paid or unpaid to qualify for this extension of benefits.

- A. Bonus months are ALWAYS consecutive and begin the date the change is reported to the Agency.
- B. ABAWD requirements are not applied to the member during BONUS months. BONUS months are counted as compliant months. However, all other FS eligibility criteria apply.
- C. Once BONUS months have expired, the member must again meet ABAWD requirements to maintain eligibility, unless otherwise exempt.
- D. BONUS months are given only once in any 36-month period.

EXAMPLE: [An ABAWD is approved for food benefits from 3/1/08 through 8/31/08 with no work activity. Benefits are terminated effective 6/1/08. The individual worked 80 hours in 7/08, reapplied and was approved for benefits ongoing. On 9/1/08, he reports he was laid off through no fault of his own. He is eligible for 3 consecutive BONUS months (9/08, 10/08, and 11/08) of FS benefits with or without meeting ABAWD requirements. Effective 12/1/08 the member must again meet ABAWD requirements or be ineligible for FS.]

MS 3050

ETP OVERVIEW

- A. [ETP is a work program that includes job search, work experience training and education to assist ABAWDS in obtaining employment.] FNS mandates each State base the operation of all work programs on similar criteria. Therefore, Kentucky's work programs are offered in counties, which demonstrate the greatest opportunity for recipients to acquire employment. These counties are active ETP/ABAWD counties. Each county's designation as an active ETP/ABAWD county is based on its unemployment rate and job availability.
- [B.] All mandatory work registrants in an ETP county who meet targeting criteria are referred to the FSETP worker.

MS 3100

ETP REFERRALS

- A. Refer mandatory work registrants in active ETP/ABAWD counties to the FSETP worker for service.
- B. [There are two computer programs on KYIMS to use for data entry and inquiry for ETP. EX is the on-line data entry program and EZ is the inquiry program.

Use EX to enter initial referrals, follow-up reviews, payments, changes, disqualification and cure referrals and ABAWD compliance.

Use EZ to access the participant's ETP history.

Correct entries must be made on KAMES to send ETP referrals to the FSETP worker.]

- C. Forward changes in the household's situation, which are reported by the participant or become known to the agency and may impact ETP participation, to the FSETP worker.

MS 3150

VOLUNTEERS

[Effective 4/6/09, ABAWDS can volunteer for ETP in selected counties. The procedures are as follows:

- A. Answer "Y" to "Is he/she an ETP volunteer"; and
- B. Enter the work registration date and volunteer date as the same.

Conciliation/Disqualification procedures do not apply as the ABAWD is considered a "volunteer only".

The ABAWD is eligible for transportation based on anticipated expenses, up to \$25, they expect to incur. Refer to MS 3500 and MS 3600.

If at any time the ABAWD is not participating, do not issue transportation. If the ABAWD returns at a later date to resume participation, they may do so. Transportation payments can resume ongoing.]

MS 3300

EZ INQUIRY

[EZ is the computer program on KYIMS to use for inquiry to access ETP history.] It provides information for both currently active and inactive ETP cases. EZ is used by the FSETP worker for reporting and payment tracking requirements.

- A. [Use EZ to review the status of any ETP participant and his/her activities.]
- B. Access EZ off the Kentucky Statewide Network main menu, by doing the following:
 - [1. Select "KYIMS" from the application selection submenu and enter;
 - 2. Type "EZ," if available on the job menu and enter. If EZ does not appear on the menu it is unavailable at the present time;
 - 3. Type the member's SSN and enter;
 - 4. When the master file for the participant is displayed, use the appropriate key to page through History screens; and
 - 5.] When inquiry is complete, use the appropriate key to sign off KYIMS.
- C. The following are a few examples of EZ usage. [Report incorrect information on EZ to NAAB through your Regional Program Specialist.]
 - 1. Determine conciliation status by viewing the EZ field labeled "Spot Ck." If this field contains a "9", a conciliation notice has been generated.
 - 2. Determine successful conciliation status by viewing the EZ field labeled "Disq Code." If this field contains "00" then conciliation was cancelled.
 - 3. Determine placement status by viewing the EZ field labeled "Comp Type." This field contains the component placement type.
 - 4. Determine referral status by viewing the EZ field labeled "Act". An "R" indicates a NEW referral, "I" indicates the first action has been processed, and "C" indicates a change was processed.
 - 5. Determine Target Code status by viewing the EZ field labeled "Targ Cd". A "4" indicates the member is a non-exempt ABAWD who needs FSETP worker assistance to maintain FS eligibility. A "9" designates exempt or compliant ABAWDS and all other mandatory work registrants.

MS 3400

REPORTING CHANGES

Changes that impact ETP participation MUST be reported to the FSETP worker.

- A. The following changes in ETP participation status are automatically reported to the FSETP worker by KAMES when the FS case action is processed:
 - 1. Participant becomes ineligible;
 - 2. Mandatory registrant becomes exempt;
 - 3. SSN change;
 - 4. Address change;
 - 5. Worker code change; and
 - 6. Participant is disqualified.
- B. Changes not automatically sent to the FSETP worker must be reported manually. [Send the FSETP worker the information using form PAFS-628, Exchange of Information, the day the change is verified.] Also send form PAFS-628, if the FS case has become inactive since the change occurred.
- C. If a change or action is requested from the FSETP worker, a spot check appears on the DCSR to advise staff of changes in the member's status. [Refer to MS 4900 for a complete list.]
- D. Document thoroughly in comments any action required to resolve a spot check.

MS [3500

TRANSPORTATION PAYMENT PROCEDURES

Transportation payments are paid in advance based on anticipated expenses an ABAWD expects to incur. All ETP participants are eligible for a transportation payment up to \$25 based on anticipated expenses each month, as long as the ABAWD is participating. The client's statement is accepted as verification. The payment will not exceed \$25 regardless of the amount the ETP participant spends. 30 days has to lapse between payments.

A. Transportation payments are authorized as follows:

1. ABAWDS who complete the up front assessment are eligible for up to \$25 transportation payment based on anticipated expenses. As long as the participant signs form FSET-614, Counseling Record/Employability Plan, agreeing to the employability plan and anticipating having a transportation expense to complete the job search, they are eligible for a payment.
2. ABAWDS who keep follow-up reviews each month are eligible for up to \$25 transportation payment based on anticipated expenses for the following month. This includes when the follow-up review is conducted by phone or mail. The participant signs form FSET-108, Job Search Contact Report, or form FSET-145, Employment and Training Program Activity Report, whichever is applicable, to request this payment.]

MS [3600 AUTHORIZING TRANSPORTATION PAYMENTS

Transportation payments are issued using EX (FST Data Entry) located on KYIMS.

Authorize up to \$25 transportation payments as follows:

- A. Use "I" action code for the initial payment. If the expense is not initially requested, the "I" action code is still used, but no payment is issued. If the expense is requested at a later date, then the initial payment is issued using the "C" action code.
- B. Use "C" action code for all other payments.
- C. 30 days has to lapse between payments.
- D. For follow-up reviews which are not conducted face-to-face, use form PAFS-2, Application Letter or Notice of Expiration, to send incomplete or incorrect forms back to the participant, allowing 10 days for the return of completed/corrected forms.
- E. Document form FSET-614, Counseling Record/Employability Plan, with all case actions.]

MS [3700] CONCILIATION DUE TO NONCOMPLIANCE

[Conciliation is the process that is used to determine why the ABAWD is not participating in ETP, if there is a good cause reason for noncompliance, and to determine if any barriers exist.]

- A. Conciliation begins when the FSETP worker becomes aware that there is noncompliance by the participant. This includes when the individual does not keep an appointment. If good cause does not exist, do the following:]
 - 1. Enter spot check "9" on EX within 2 workdays of determining noncompliance, which causes EX to generate form FSET-102, Conciliation Contact and Request for Information.
 - 2. If the participant has not responded by the 14th calendar day, EZ uploads disqualification code "03" and sends KAMES a spot check recommending disqualification.
 - 3. If the participant responds on the 15th calendar day and noncompliance is resolved, enter code "00" on EX which sends the worker a spot check to delete the disqualification.
- B. The ETP participant must do one of the following to resolve the noncompliance and cancel the conciliation:
 - 1. Participants who fail to keep their initial or follow-up appointment must keep an appointment within the 15-day conciliation period;
 - 2. Participants who fail to comply with their component requirements must do so within the 15-day conciliation period; or
 - 3. [Participants who fail to complete the required number of hours in WEP or VES must make up the hours within the 15-day conciliation period, and continue to meet the required number of hours ongoing.]

MS [3800]

IMPOSING ETP DISQUALIFICATIONS

[If conciliation is not successful, a disqualification is recommended.

- A. The worker receives the spot check, "Disqualify for 314 Immediately" or "Disqualify for 315 Immediately". Upon receipt of the spot check, enter the disqualification IMMEDIATELY. ETP disqualifications MUST be imposed the day of receipt.
- B. The spot check is passed to KAMES one day before the conciliation process ends. It is possible that conciliation may be successful and the disqualification would NOT be appropriate. If this occurs, an additional spot check, "ET Conciliation Met - Disqual N/A" is received and MUST be acted on IMMEDIATELY. Refer to MS 3850 for detailed procedures; or
- C. If the disqualification is imposed in error after conciliation is successful, an additional spot check, "Delete ET Disqual - Reinstate" is received and MUST be acted on IMMEDIATELY.
- D. Once it is determined that the disqualification is appropriate, DO NOT DELETE the disqualification. It must remain on KAMES.
- E. Once the disqualification is imposed appropriately, the worker must change the previous months tracking to reflect noncompliant (BA) months as appropriate. Refer to MS 2300 for procedures on how to change tracking.]

MS [3850]

ET CONCILIATION MET

If the spot check "ET Conciliation Met-Disq N/A" is received from the ETP worker after the disqualification has been entered on the system, do the following IMMEDIATELY upon receipt of the spot check:

- A. If the disqualification is pending for adverse action, delete the disqualification and annotate the Comments screen.
- B. If the case has been discontinued due to imposing the disqualification and it is the month of discontinuance, do the following:

- 1. Delete the disqualification;
- 2. Reinstate the case through case change, using the information previously verified in the case record. A member add MUST be completed on the disqualified member in order to correctly reinstate the case to its previous eligibility and benefit status. The member need not be present in this situation;
- 3. DO NOT change the previous certification end date, work registration date or previous target code;
- 4. If the original certification end date is the month the reinstatement needs to be processed, neither a reinstatement nor a case change to add the member can be done. [Instead, delete the disqualification and send a recertification appointment letter using form PAFS-2, Application Letter or Notice of Expiration, advising the member of the expiring certification.]

If the household shows for the interview, process a reapplication, backdating if necessary to ensure full benefits for the month of discontinuance. The reapplication serves as the household's recertification and an interview is required.

If the household fails to show for the interview, document case comments that the disqualification was incorrectly imposed and the household failed to appear for the scheduled recertification interview. Send the household form PAFS-2, advising that the disqualification was in error, has been deleted, and they are eligible to reapply for benefits. Do not backdate the application when the household reapplies; and

- 5. Document comments concerning case actions thoroughly.
- C. If the case has been discontinued due to imposing the disqualification and it is the month after discontinuance, it is no longer possible to use the reinstatement function, do the following:
 - 1. Delete the disqualification;

2. Process a reapplication to activate the case, backdating to the 1st day of the discontinuance effective month to prevent a loss of benefits. The member need not be present in this situation;
 - [3.] [If the original certification end date is the month the reapplication is entered, a two month certification period must be given. The certification end date cannot be changed during the reapplication, it must be shortened through case change and there must be 10 days left in the current month. Send a recertification appointment letter using form PAFS-2 advising the member of the expiring certification; and
 - [4.] Document comments concerning case actions thoroughly.
- D. If the case is active but the member has been removed due to the disqualification, do the following:
1. Delete the disqualification;
 2. Process a member add using the old work registration date and verification. The member need not be present;
 3. Restore benefits to the member, if appropriate; and
 4. Document comments concerning case actions thoroughly.]

MS [3900]

CURING DISQUALIFICATIONS

[A disqualified member who fails to cooperate with work requirements in an active ETP/ABAWD county must serve the disqualification period, unless they become exempt from work registration during that period.

Once the member serves the disqualification period, they must complete the activity which caused the disqualification, unless the member becomes exempt from work registration. This has to occur before eligibility can be determined.

A. Procedures for the member who wishes to cure the disqualification, and what actions the worker must take to accomplish this process are as follows:

1. If the member is exempt from or complying with ABAWD requirements, consider the disqualification cured, and change the cure indicator on the disqualification to "Y". Process an application or member add, as appropriate.
2. If the member is not exempt from ABAWD requirements, the worker must first update the address/county code, if changed, on the disqualification on KAMES;
3. The worker completes a case change, option "P" (ETP Disqual Cure Referral). The cure referral appears on the RDS report, ET CBS Referral Listing, with the message "Disqual Referral";
4. When the referral is received, the ETP worker must inquire XX (FS Tracking) on KAMES general information, to determine if 3 noncompliant (BA) months have been accumulated in the current 36 month period, and if so, follow procedures in MS 4000.

If 3 BA months have not been accumulated, the ETP worker schedules an appointment for the member, to take place within 10 days;

5. If the member does not keep the appointment, enter the Completion (J) code on EX to terminate from ETP;
6. If the member keeps the appointment, explain what actions must be taken to cure the disqualification. The member must complete the activity that caused the disqualification within 15 calendar days;
7. If the member shows good cause for non cooperation, enter the good cause code on EX (refer to MS 2550 for good cause reasons), and advise the member that good cause DOES NOT cure the disqualification;

8. If good cause does not exist or has ended, and the member wishes to cure the disqualification, enter the Disqualification Component Pending (DCP) code on EX;
 9. Once the member cures the disqualification by completing the activity, change the DCP code to the appropriate component type on EX. This allows the member to reapply for benefits, and sends the spot check "314/315 Disqual Cured" to the worker;
 10. Upon receipt of the spot check, change the cure indicator on the disqualification to "Y", and mail form PAFS-2, Application Letter or Notice of Expiration, to notify the member they may reapply for benefits or that a member add can be completed; or
 11. If the member fails to cure the disqualification, enter the J code on EX to terminate from ETP, and the member remains disqualified; and
 12. Document KAMES comments and form FSET-614, Counseling Record/Employability Plan.
- B. If the member becomes exempt from work registration during the disqualification period, the procedures are as follows:
1. Change the member's general information screens to reflect the exemption;
 2. Change the cure indicator on the disqualification to "Y";
 3. Process an application or member add, as appropriate; and
 4. Document KAMES comments and form FSET-614.
- C. If the member becomes exempt after the disqualification is imposed, but before the first effective month, the procedures are as follows:
1. Change the member's general information screens to reflect the exemption;
 2. Delete the disqualification;
 3. Process the application or member add, as appropriate; and
 4. Document KAMES comments and form FSET-614.]

MS [4000]

COMPLIANCE REFERRALS

[Compliance with ABAWD requirements is not anticipated if the member has accumulated 3 noncompliant (BA) months. If the non-exempt ABAWD wishes to comply, they must do so within 30 days. Transportation payments can be resumed once the member is placed in WEP, as long as 30 days has lapsed between payments. Use the appropriate form for the payment request.

Process ABAWD compliance referrals as follows:

- A. When the case and member are inactive, and the non-exempt ABAWD wishes to comply after accumulating 3 BA months, do the following:
 - 1. Accept the application and ensure target code of "4", and the application is left pending;
 - 2. Process a case change option Q (ABAWD WEP Referral) for the member, which sends a referral to the ETP worker. It appears on the RDS report, ET CBS Referral Listing, with the message "ABAWD Compliance Referral";
 - 3. Upon receipt of the referral, the ETP worker enters type WPP (WEP Placement Pending) on EX;
 - 4. Advise the ABAWD that a WEP placement has to be completed within 30 days for ABAWD compliance, explain placement procedures if not previously done so;
 - 5. Once the WEP placement has been completed, change the component type to WEP. This will send the spot check "ABAWD Placed in WEP by ETP";
 - 6. Upon receipt of the spot check, process the pending application, if all other verification is present. If the spot check is not received by the 30th day, deny the application if a one member household or if more than one household member, process the application for the other members, if all other verification is present;
 - 7. The ETP worker enters "J" code on EX to terminate the member from ETP, if compliance is unsuccessful; and
 - 8. Document KAMES comments and form FSET-614, Counseling Record/Employability Plan.
- B. When the case is active, without the non-exempt ABAWD and they wish to comply after accumulating 3 BA months, do the following:
 - 1. Follow steps A. 2-5 above;
 - 2. Complete a member add and ensure target code of "4"; and
 - 3. Follow steps A. 7-8 above.
- C. When the case and member are inactive, and the non-exempt ABAWD wishes

to comply after accumulating 3 BA months AND who also has a disqualification (which must first be served) for failing to comply with ETP work requirements, do the following:

1. Process a case change option P (ETP Disqual Cure Referral) for the member, which sends a referral to the ETP worker. It appears on the RDS report, ET CBS Referral Listing, with the message "Disqual Referral";
 2. Upon receipt of the referral, the ETP worker inquires XX (FS Tracking) on KAMES Inquiry Menu, to determine if 3 BA months have been accumulated. Enter DCP (Disqualification Component Pending) code on EX until the member completes the activity which caused the disqualification;
 3. Once the activity is completed, enter type WPP on EX; or enter type WEP, if the activity was a WEP placement;
 4. Advise the ABAWD that a WEP placement has to be completed within 30 days for ABAWD compliance. Once the member complies, change WPP to WEP, if appropriate; or advise if already in a WEP placement, participation is continued for ongoing eligibility;
 5. Upon receipt of the spot check "ABAWD Placed in WEP by ETP", change the cure indicator on the disqualification to "Y" and send form PAFS-2, Application Letter or Notice of Expiration, advising the ABAWD he/she can reapply for benefits. If application is made, process accordingly;
 6. The ETP worker enters "J" code on EX to terminate the member from ETP, if any of these steps are unsuccessful; and
 7. Document KAMES comments and form FSET-614.
- D. When the case is active without the non-exempt ABAWD and they wish to comply after accumulating 3 BA months AND who also has a disqualification imposed (which must first be served) for failing to comply with ETP work requirements, do the following:
1. Follow steps C. 1-4 above;
 2. Upon receipt of the spot check, change the cure indicator on the disqualification to "Y", and process a member add; and
 3. Document KAMES comments and form FSET-614.

Any members who have complied with all requirements but have not reapplied, or have been denied or discontinued for reasons other than compliance, will appear on the RDS report, ET CBS 45 Day No Show Listing. The ETP worker enters completion code "K" on EX to terminate the member from ETP.]

MS [4205]

VOLUNTARY QUIT/REDUCTION
OF WORK HOURS IDENTIFICATION

[At application, recertification or case change when the worker becomes aware of a loss of employment, determine if the member subject to work registration quit a job. For applications, look back 30 days from the date of application. For active cases, review for job quits anytime during receipt of benefits.] Voluntary quit does not apply if the member is exempt from work registration requirements.

Consider reduction of work hours to less than the equivalent of the Federal minimum wage multiplied by 30 hours per week, the same as voluntary quit. Use the same good cause criteria for both.

- A. To be considered a voluntary quit/reduction of work hours, the employment must meet the following criteria:
 - 1. Involve 30 hours or more per week or provide earnings equivalent to the Federal minimum wage multiplied by 30 hours per week; and
 - 2. The quit was without good cause. [Refer to MS 4250 for good cause criteria.]
- B. Consider employees of a Federal, State or local government who participate in a strike against such government and are dismissed from the job due to participation in the strike, to have voluntarily quit a job without good cause.
- C. Consider contract employees, who choose not to renew their contract with terms comparable to those of a previous contract, although it is offered, to have voluntarily quit a job without good cause.
- D. Once a voluntary quit/reduction of work hours is verified, the work related disqualification is imposed based on system entries.
- E. Primary Wage Earner designation has no bearing on identification of voluntary quit/reduction of work hours.
- F. Do NOT consider the following changes in employment status as voluntary quit:
 - 1. Termination of a self-employment enterprise;
 - 2. Resignation of a job at the request of the employer; or
 - 3. Loss of a job through no fault of their own, if the job was obtained to cure a previous voluntary quit.

- G. Consider refusal to provide sufficient information to allow a determination of employment status as non-compliance with a work requirement and a disqualification is imposed for that member.
1. If the statements or information concerning a member's loss of employment or reduction in work hours is questionable, request verification of the questionable information.
 2. Assist the member in obtaining the requested information if needed.
 3. If all the information has been received to determine the household's ongoing eligibility except the questionable information concerning loss of employment or reduction of work hours, and that member is required to register for work, approve the application, recertification, etc., but enter a disqualification for the member by answering "Y" to the Vol. Quit/Reduction of work hours question and the date of quit, allowing the system to apply the appropriate disqualification period.
 4. If the household provides the information after the disqualification has been imposed, and this information indicates that a voluntary quit/reduction of work hours is not appropriate, delete the disqualification in this situation. The Supervisor or Principal worker can delete the disqualification. Add the member back to the case the first effective month, and provide a supplement, if appropriate.
 5. While serving an appropriate disqualification, if the member becomes exempt from work registration requirements, the disqualification period does not have to be served, and is considered cured. The member is added back to the case the first effective month. Supplements are not appropriate if the member ends the disqualification period by becoming exempt from work registration requirements in the month of the reported change.
- H. Do not delay benefits beyond the normal processing timeframe pending determination of a voluntary quit.
- I. [Once a voluntary quit/reduction of work hours disqualification has been imposed, the member must serve the disqualification period, unless the member becomes exempt work registration. After the member has served the disqualification period, he/she DOES NOT have to comply before eligibility can be redetermined.]

GOOD CAUSE FOR VOLUNTARY QUIT/REDUCTION
OF WORK HOURS

1. Discrimination by an employer based on age, race, sex, disability, religious beliefs, national origin or political beliefs;
2. Work demands or conditions that render continued employment unreasonable, such as working without being paid on schedule;
3. Acceptance of employment or enrollment of at least half-time in any recognized school, training program or institution of higher education, that requires the member to leave employment or reduce work hours;
4. Resignations by persons under the age of 60 which are recognized by the employer as retirement;
5. Leaving employment which becomes unsuitable after the acceptance of such employment. Refer to MS 4300 for further explanation.
6. Acceptance of a bona fide offer of employment of 30 hours per week or the equivalent of the Federal minimum wage multiplied by 30 hours per week, and because of circumstances beyond the control of the member, the employment either does not materialize or results in employment of less than 30 hours per a week or earnings less than the Federal minimum wage multiplied by 30 hours per week;
7. Leaving a job in connection with patterns of employment in which workers frequently move from one employer to another, such as migrant farm labor or construction work. Circumstances may include applying for FS benefits between jobs, and work may not yet be available at the new job site. Although employment at the new site has not begun, quitting the previous employment is considered good cause if it is part of the pattern of employment;
8. Military personnel who choose not to reenlist; or
9. Leaving a paid position of employment pursuant to provisions under the Family and Medical Leave Act (FMLA) of 1993. This must be verified by the employer or a certified physician or practitioner.

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10. Lack of adequate childcare for children between ages 6 and 12.

[B. Good cause may also include some circumstances as listed in MS 2550.]

C. Verify good cause for voluntary quit, if questionable. The primary responsibility for providing verification rests with the household. Offer assistance if the member indicates it is impossible to obtain verification. When documentary evidence cannot be obtained, substitute a collateral contact.

1. Acceptable sources of verification include but are not limited to:

- a. Previous employer;
- b. Employee association;
- c. Union representatives;
- d. Grievance committees; or
- e. Other organizations.

2. If the household and local office are unable to obtain the requested verification, but the quit resulted from circumstances that for good reasons cannot be obtained, the household is not denied access to the program. Document the case thoroughly for review purposes.

MS [4300]

EVALUATING ACCEPTABLE EMPLOYMENT

A good cause reason for voluntary quit or reduction in work hours can be due to unsuitable employment conditions. Use the following criteria:

A. Consider employment unsuitable if the wage offered is less than the highest of the following:

1. The applicable Federal minimum wage;
2. The applicable State minimum wage; or
3. 80% of the Federal minimum wage if neither the Federal nor State minimum wage is applicable. The Federal or State minimum wage is not applicable when the following applies:
 - a. Federal minimum wage - The retail business has less than \$500,000.00 in sales annually;
 - b. State minimum wage - The retail business has less than \$95,000.00 in sales annually; or
 - c. Federal or State minimum wage - The member is employed as a domestic, live in companion, or has odd job income, etc.

B. Consider employment unsuitable if:

1. Offered on a piece-rate basis and the average hourly yield the employee can reasonably expect to earn is less than the applicable minimum wage;
2. The member is required to join, resign from or refrain from joining any legitimate labor organization as a condition of employment; or
3. Work offered is at a site subject to a strike or lockout at the time of the offer, unless the strike has been enjoined under Section 208 of the Labor Management Relations Act (Taft-Hartley Act) or Section 10 of the Railway Labor Act.

Eligible strikers are subject to regular work registration procedures. If the strike is enjoined under Section 208 of the Labor-Management Relations Act (Taft-Hartley Act) or if an injunction is issued under Section 10 of the Railway Labor Act and the striker refuses to return to work, the striker has failed to comply with the requirement of acceptance of suitable employment.

C. Consider employment unsuitable if the household member involved can demonstrate or the worker otherwise becomes aware that:

1. The degree of risk to health and safety is unreasonable;

2. The member is physically or mentally unfit to perform the employment. This must be documented by medical evidence or by reliable information from other sources;
3. The employment offered within the first 30 calendar days of registration is not in the member's major field of experience;
4. The distance from the member's home to the place of employment is unreasonable considering the expected wage and the time and cost of commuting;
5. Daily commuting time exceeds two hours per day, not including transporting a child to and from a child care facility;
6. The distance to the place of employment prohibits walking and neither public nor private transportation is available to transport the member to the job site; or
7. The working hours or nature of the employment interferes with the member's religious observances, convictions, or beliefs.

MS [4350] NONCOMPLIANCE WITH OTHER WORK PROGRAMS

[If a FS member fails to comply with another program's work requirements, a disqualification is imposed for the noncompliant FS member. The disqualification is added once notified by the other program. The member must be in receipt of FS benefits at the time the noncompliance occurred, for this to apply.

The other programs include, but are not limited to the following:

1. KWP (K-TAP work requirement); and
2. UIB.

If noncompliance occurs, notification can be received by any of the following methods:

1. Spot check "IM 416 Exists Enter 310 or 316"; or
2. UIB verification including Program 4B, UIB worker contact or information provided by the member.

The types of disqualifications to impose are as follows:

1. 310 - Noncomply with other PGRM (25 % reduction); or
2. 316 - KWP/UIB Sanction/Refuse Job Offer (member removed).

- A. A 310 disqualification is imposed for member's who are exempt work registration, other than for the receipt of K-TAP.

EXAMPLE: Mother, age 42 and one child age 4. Mother fails to comply with KWP in a K-TAP case. A disqualification is imposed in the K-TAP case, which generates spot check "IM 416 Exists Enter 310 or 316".

- B. A 316 disqualification is imposed for member's who are exempt work registration, based solely on the receipt of K-TAP.

EXAMPLE: Mother, age 42 and one child age 14. Mother fails to comply with KWP in a K-TAP case. A disqualification is imposed in the K-TAP case, which generates spot check "IM 416 Exists Enter 310 or 316".

- C. A 316 disqualification is imposed for member's who are exempt work registration, based solely on a pending UIB application or the receipt of UIB.

EXAMPLE 1: Mother, age 42 and one child age 14. Mother is in receipt of UIB and fails to comply with job search required by UIB. This can be verified by Program 4B, UIB worker contact or information provided by the

member.

EXAMPLE 2: Mother, age 42 and one child age 14. Mother applies for UIB and is subsequently denied; the reason for denial is job quit, refusal to accept a job offer or noncompliance with UIB. This can be verified by Program 4B, UIB worker contact or information provided by the member.

Members currently serving a 310 or 316 disqualification due to compliance with another program must comply with the requirements of the other program, regardless of work registration exemption.

Once requirements of the other program are met, verify compliance by any of the following methods:

1. IM 416 Ends Review 310 or 316; or
2. UIB verification.

If the FS case is discontinued after the 310 disqualification is imposed, the disqualification would still apply at reapplication if the K-TAP noncompliance is still in effect.

Document KAMES comments concerning any disqualifications.]

MS [4450] IMPOSING WORK RELATED DISQUALIFICATIONS

- A. Impose the appropriate work related disqualification once noncompliance is verified. [Imposing a work related disqualification has the following effect on the member:
1. The disqualification begins the month the adverse notice is effective;
 2. Only the member is disqualified, and the disqualification follows the member;
 3. The member's income and resources continue to count toward the remaining household members; and
 4. A notice is generated to the household explaining the number of months disqualified, how it affects the benefits, the right to a hearing and requirements to reapply once the disqualification period ends.]
- [B.] If the household requests a hearing after being disqualified the member may request that benefits be continued pending the outcome of the hearing decision. See Volume I, MS 0580.
- If the Agency is affirmed as a result of the hearing, the disqualification is imposed prospectively (ongoing), and a claim is not filed for the months benefits were continued.
- If the disqualification cannot be imposed prospectively, a claim is appropriate for benefits received while the hearing decision was pending. [The reasons a disqualification would not be imposed prospectively may include the member's FS eligibility was not continued for other reasons, or the member may be exempt from work registration.]
- [C.] An agency error claim exists if a disqualification is not imposed TIMELY due to the agency's delay and the member becomes exempt work registration prior to imposing the disqualification.
- [D.] Disqualifications are imposed regardless of the active or inactive status of the case or county. [The member must have been in receipt of benefits at the time the noncompliance occurred, to impose the disqualification.
- [E.] Separate work related disqualifications are NOT imposed simultaneously. Each disqualification must first be served, and then cured, and eligibility reestablished, before another disqualification can be imposed.]
- [F.] Document KAMES comments regarding the circumstances of all work related disqualifications.

MS [4500] ENDING WORK RELATED DISQUALIFICATIONS

- A. For the following work related disqualifications, the member must first serve the mandatory disqualification period and then establish compliance, prior to reestablishing eligibility, unless the member becomes exempt from work registration. To establish compliance, do the following:
 - 1. If the member refused to work register (313), the member must work register;
 - 2. If the member failed to complete the ETP assessment (314), the member must complete the ETP assessment; or
 - 3. If the member failed to comply with ETP requirements (315), the member must comply with ETP requirements.
- B. For a voluntary quit/reduction of work hours disqualification (330), the member must first serve the mandatory disqualification period prior to reestablishing eligibility, unless the member becomes exempt from work registration. A 330 disqualification does not require the member to comply prior to reestablishing eligibility. [Once the disqualification period is served, the member can reapply or a member add can be completed. Curing the disqualification is not necessary, however, the question "Has he/she quit a job or reduced work hrs to less than 30 per week?" must be answered "N".]
- C. For a KWP or UIB disqualification (316), the member must comply with the KWP or UIB requirement which caused the FS disqualification, in order to establish compliance with the FS work requirements. The entire disqualification period does not have to be served once the member complies with the other program. [Ensure the question "Is he/she KWP or UIB registered" is answered "Y" to exempt the member from work registration. Otherwise, the system will not allow the cure to be processed before the disqualification is served.

For the 316, the disqualification period must be served unless the member becomes exempt work registration. If the member becomes exempt for a reason other than complying with the other program, cure the 316 and add the 310 disqualification to prevent an increase in food benefits due to decrease in K-TAP benefits caused by noncompliance.]

- D. After the disqualification period is served and, if required, compliance is established, change the cure indicator on the disqualification to "Y". The member can reapply for benefits or a member add can be completed. Add the member to an active case effective the month following compliance. [Supplemental benefits are only issued for the month of CURE if the disqualification is not acted on timely or it is after cut-off.] Supplementals are NOT issued if the member ended the disqualification by becoming exempt from work registration requirements.

- E. Except for voluntary quit/reduction of work hours (330) disqualifications, if the member does not comply, the disqualification is not considered cured. The member remains ineligible ongoing until compliance is established. Document comments concerning the member's status at any subsequent application, recertification, or member add.
- [F. If the member is currently serving a work related disqualification, other than a 316, and becomes exempt, do the following:
 - 1. Verify the exemption, if questionable;
 - 2. Change the cure indicator on the disqualification to "Y";
 - 3. The system automatically uploads and protects the current date in the Date Cured field;
 - 4. Process an application or member add as appropriate; and
 - 5. Correct ABAWD tracking (Option Y on the case change menu), if applicable.
- G. If a work related disqualification other than a 316 has been entered but is NOT YET EFFECTIVE, and the member becomes exempt from work registration, do the following:
 - 1. Verify the exemption, if questionable;
 - 2. Delete the disqualification; and
 - 3. Thoroughly document KAMES comments concerning the member becoming exempt work registration prior to the disqualification becoming effective.
- H. Discontinuance of the KTAP case cures the 310/316 FS disqualification.
- I. The member is responsible for contacting the local office to reapply for benefits after the disqualification period ends.
- J. DO NOT DELETE THE DISQUALIFICATIONS, unless otherwise advised, even if the member becomes exempt work registration. Disqualifications remain on the system in order to track occurrences, regardless of the active or inactive status of the case or county.
- K. Document KAMES comments concerning actions taken on all work related disqualifications.]

MS [4550]

PENALTIES FOR NONCOMPLIANCE

[Failure to comply with work requirements result in FS disqualification for the noncompliant member.]

Work related disqualifications for noncompliance are for a specified time, depending on the occurrence. Once imposed appropriately disqualifications are NOT DELETED, unless otherwise advised. Disqualifications can limit a member's participation in a particular program or prevent the member from receiving benefits.

- A. Work related disqualifications are tracked by the system for multiple occurrences.
- B. [Disqualifications imposed based on system entries:]
 - 1. 313 – Fail/Refuse to Work Register; and
 - 2. 330 – Voluntary Quit/Reduced Hrs, or refusal to provide sufficient information to allow a determination of employment status.
- C. [Disqualifications imposed based on spot checks:
 - 1. 314 – ETP Assessment Interview;
 - 2. 315 – ETP Requirement; and
 - 3. 316 – KWP/UIB Sanction/Refuse Job Offer (If the member is not complying with KWP, a 316 disqualification is imposed if the member is exempt from work registration only because of KWP participation. If the member is otherwise exempt from work registration, then a work disqualification is not appropriate. A 310 "Noncomply with other Pgrm" disqualification would be imposed, as per Volume II, MS 2370, Noncompliance with other Programs).]
- D. Penalties are as follows:
 - 1. 1st violation = 2 months;
 - 2. 2nd violation = 4 months; and
 - 3. 3rd and subsequent violations = 6 months.

MS [4800]

MOVE FROM COUNTY TO COUNTY

- A. [When a work registered member moves from an inactive ETP county to an active ETP county, the case will appear on the RDS report, ET CBS Referral Listing, with the message "Case Moved from (Old County)".

When the referral is received in the active county, form KIF-ET1, Initial ETP, must be sent to the member within 10 days to complete a face-to-face interview. During the interview, determine ABAWD status and proceed as appropriate.

- B. When a work registered member moves from an active ETP county to an inactive ETP county, the case will appear on the RDS report, ET CBS Referral Listing, with the message "Non-ET Moved to (New County)".

Once the address/county code change is processed, the active county must terminate the member from ETP, and terminate conciliation, if pending.

If it is later discovered, after the address/county code is changed, that transportation had not been issued, forward the payment information to NAAB for manual processing. This should be a rare occurrence.

If the member is ineligible due to receipt of 3 noncompliant (BA) months, annotate form PAFS-25, Transfer of Case Record or Material, with this information. Upon receipt of the case record, the inactive county must process an application or member add, as appropriate.

Moving to an inactive ETP county does not exempt the member from work registration requirements or prevent a disqualification from being served.

If the member has a current work related disqualification already imposed, the disqualification period MUST be served, unless otherwise exempt from work registration. Once the member has served the disqualification period and the end date is in the past, consider the disqualification cured and change the cure indicator on the disqualification to "Y". Process an application or member add, as appropriate.

- C. When a work registered member moves from an active ETP county to an active ETP county, the case will appear on the RDS report, ET CBS Referral Listing, with the message "Case Moved from (Old County)". If conciliation is pending, an additional message "Con Trans from (Old County)" will appear.

It will also appear on the RDS report, ET CBS Conciliation Tracking Report Listing, with the message "Conciliation Case Transferred (date)".

Prior to changing the caseload code and transferring the case, all actions including anticipated transportation issuance, must be taken in the old county. Annotate form PAFS-25 with the current ABAWD status.

When the referral is received in the new county, form KIF-ET1 must be sent to the member within 10 days to complete a face-to-face interview. During the interview, determine ABAWD status and proceed as appropriate.

If conciliation is pending, the process is reinitiated in the new county by entering the spot check "9". This will generate form FSET-102, Conciliation Contact and Request for Information, to the member. Do not send form KIF-ET1 in this situation.]

MS [4850] REINSTATING AFTER ERRONEOUS ETP DISQUALIFICATION

If a disqualification has been imposed erroneously, IMMEDIATELY upon discovery delete the disqualification, reinstate the case and/or add the member and restore benefits as necessary. A reapplication or member add must be completed on the disqualified member, using previous verification, the old work registration date and appropriate target code. Document comments thoroughly for review purposes.

MS [4900]

SPOT CHECKS AND REPORTS

- A. The following is a list of spot checks generated from the ETP system:
1. TC 4 to 9 by ETP-Review ABAWD.
 2. ABAWD Placed in WEP by ETP.
 3. ABAWD Placed in VES by ETP.
 4. SSN Change Reported to ETP.
 5. Mem W/Child under 6 per ETP.
 6. HH Composition Change per ETP.
 7. Returned Mail per ETP.
 8. Receipt of UIB per ETP.
 9. Address Chg Report to ETP.
 10. WEP Placement has terminated.
 11. VES Placement has terminated.
 12. ET Conciliation Met – Disq N/A.
 13. Disqualify for 314 Immediately.
 14. Disqualify for 315 Immediately.
 15. Delete ET Disq – Reinstate.
 16. Needs ABAWD Comp Ref – Opt Q.
 17. 314/315 Disqual Cured.
 - [18. Refused Job Offer per ETP.
 19. Expense Good Cause per ETP.
- B. The following is a list of spot checks generated from KAMES or the STEP system:
1. IM 416 Exists Enter 310 or 316.
 2. IM 416 Ends Review 310 or 316.

C. The following is a list of ETP reports that appear on RDS:

1. HRFSTUA2: ET CBS Daily Error Listing.
2. HRFSTUA3: ET CBS Referral Listing.
3. HRFSTUA4: ET CBS 45 Day No Show Listing.
4. HRFSTUA7: ET CBS Conciliation Tracking Report Listing.
5. HRFST18: ET CBS Weekly Tracking Report.
6. HRFST26: ET CBS Cumulative Placements by Region.
7. HRFST27: ET CBS Disqual Component Pending Tracking Report (DCP).
8. HRFST53B: ET CBS Conciliation Letters.
9. HRFST67: ET Food Stamp Employment and Training Tracking Report.
10. HRFST71: ET CBS Weekly Client Status Report.
11. HRFST73: ET CBS Monthly Activity Report.

D. The following is a KAMES report that appears on RDS:

1. HRKMR11: ABAWDS Detail Listing.]

end of Volume IIA